

<div>横須賀基地空席広報</div> <div>VACANCY ANNOUNCEMENT</div>		<div>広報番号 : Announcement No.</div> CNFJ-N13-01-07
		<div>募集締切日: Closing Date</div> 27 Feb 07
		<div>発行日: Date of Issue</div> 14 Feb 07
<div>1.職種名 Job title ( 等級 Grade <u>5</u> / 語学等級 LAD <u>3</u> )</div> <div>Program Analyst #341</div> <div>(企画分析職)</div> <div>受諾可能な下位等級 Acceptable trainee level: N/A</div> <div><input checked="" type="checkbox"/> 事務系 <input type="checkbox"/> 技能系 <input type="checkbox"/> 保安系 <input type="checkbox"/> 医療系</div> <div>Administrative Blue Collar Trade Security Medical</div>	<div>募集人数 No. of Recruitment</div> <div>1 名</div>	<div>4.募集範囲 Area of Consideration</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance</div> <div><input checked="" type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide</div> <div><input type="checkbox"/> 外部 Off Base Applicant</div>
<div>2.部隊 Activity</div> <div>Commander U.S. Forces, Japan</div> <div>Total Force Manpower &amp; Personnel Office</div> <div>Human Resources Office</div> <div>勤務場所 Working Place: 横須賀市 泊町 Tomari-cho, Yokosuka:</div>		<div>5.雇用の種類 Type of Employment</div> <div><input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input type="checkbox"/> HPT</div> <div><input checked="" type="checkbox"/> 常用 Permanent</div> <div><input type="checkbox"/> 限定 Limited Term ( <u>  </u> カ月 Months )</div>
<div>3.勤務時間 Work Schedule (週 40 時間制 40 hrww)</div> <div>勤務日 Work Days: Monday through Friday</div> <div>勤務時間・休憩 Work Hours/Recess Period: 0730-1615 /1200-1245</div> <div><input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel</div>		
<div>6.職務内容 Duties</div> <div>See attached task list.</div>		
<div>7.資格要件／身体条件 Qualification/Physical Requirements</div> <div>a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related work. If applicant does not have such work experience, completion of 4-years college/university in a related field may qualify him/her at 1-5 level</div> <div>b. Knowledge of the principle and procedure of position management, position classification and personnel management.</div> <div>c. Knowledge of an extensive body of management and program analysis technical rules, guidelines, regulations, and procedures.</div> <div>d. Skill in applying basic data gathering methods to prepare clear, concise reports/briefing materials.</div> <div>e. Skill in collecting various types of factual information.</div> <div>f. Skill in manipulating advanced functions of Microsoft applications (i.e., Word, Excel, PowerPoint and Access) to prepare various forms of charts, graphics, and narratives.</div> <div>g. Ability to speak, read and write English at fluent proficiency level (LAD-3).</div> <div>h. Ability to speak, read and write Japanese at native language level.</div> <div>* A handicapped applicant may be accepted, depending upon the degree and kind of disability.</div>		
<div>英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional</div>		
<div>学歴 Educational Background : N/A</div> <div>免許証／修了証 License/Certificate Required : N/A</div>		

<div>8.提出するもの Application and Associated Documents</div> <div>*<input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement</div> <div>*<input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience</div> <div>*の記入は Complete * in <input type="checkbox"/> 日本語で Japanese <input checked="" type="checkbox"/> 英語で English <input type="checkbox"/> どちらでも Either</div> <div><input type="checkbox"/> 運転免許証の写し Copy of Driver's License</div> <div><input type="checkbox"/> 修了証／証明書 の写し Copy of Certificate</div> <div><input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy)</div> <div><input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 80 yen stamp (MPS is unacceptable.)</div> <div><input checked="" type="checkbox"/> 日本国籍以外の方は、外国人登録証及びパスポート/査証のコピー For non-Japanese citizen applicant, copy of Alien Registration and Passport/Visa Copy</div>	<div>職務状況 Working Condition</div>
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## 9. 応募書類提出先 Office to Submit

内部（現 MLC/IHA 従業員）と外部（非従業員）では、提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement:

### 1. 内部（現 MLC/IHA 従業員）提出先 Current MLC/IHA Employees must submit to:

〒238-0001 神奈川県横須賀市泊町1番地, Box 22 〒238-0001 1 banchi Tomari-cho, Yokosuka, Box 22  
米海軍横須賀基地日本人雇用課 (N132) COMNAVFJORJAPAN, Human Resources Office (HRO) Yokosuka  
内線/Extension 243-8152 JN Employment Division (N132)  
\*部隊担当者名 Office/POC: Human Resources Office / Ms. Ooyanagi, 軍電(DSN) 243-8155 直通 046-816-8155

### 2. 外部（非従業員）提出先 Off Base Applicants must submit to:

〒238-0011 神奈川県横須賀市米が浜通1-6 村瀬ビル4階 〒238-0011 Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka  
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA) Yokosuka Branch of LMO/IAA  
管理第一係 Management Section  
電話番号 Phone 046-828-6959  
受付時間：月曜—金曜、0830-1730（日本の祭日を除く） Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays)  
\*雇用条件等のご質問はこちらにお問い合わせ下さい。 Please contact LMO/IAA for questions on conditions of employment.

## 事務処理欄 For Official Use

PD No.: CNFJ-N13-003

PD is accurate and current. Certified by Activity: yk

HRO: yk 2/14

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.  
提出された応募書類はお返ししません Submitted applications will not be returned.

1. Serves as a personal assistant to the Director, Human Resources Office.  
(55%)

a. Receives telephone calls and visitors, and screens on own judgment and tactfully refers them to appropriate persons. Schedules, maintains and adjusts supervisor's appointments, conferences, and meetings with internal and external customers including DFAO, IAA and U.S. Government Officials. Attends and takes notes at meeting and summarizes the proceedings for supervisor and staff when required.

b. Makes supervisor's official and unofficial travel arrangements such as booking transportation to/from airports, flights and accommodations. Processes required travel documents in Defense Travel System (DTS) for the supervisor. Completes travel vouchers in DTS.

c. Reviews incoming correspondence and independently takes administrative actions on routine actions by coordinating matters with internal divisions and satellite offices. Reviews outgoing correspondence for conformance with established procedures and general policy, factual correctness and adequacy of treatment, and corrects any deviations or inadequacies. Advises supervisor on matters pertinent to administrative procedures such as clearance of correspondence, past practices, regarding reports, application of local regulations, etc.

d. Maintains time and attendance records for JN staff and coordinates with CNFJ Payroll Section. Serves as HRO expert in Standard Labor Data Collection and Distribution Application (SLDCADA) and assists user in processing automated timekeeping records, leave/overtime requests, and other available functions. Assists supervisors in verifying, processing and approving time and attendance records in SLDCADA.

e. Maintains central files of HRO and updates all instructions.

f. Serves as the building custodian and controls all keys for the building. Coordinates with NAVFAC with regard to minor repair needs.

g. Represents HRO for CNFJ MWR activities and meetings. Assists HRO Yokosuka Special Committees in arranging official functions such as annual picnic and Christmas Party.

2. Assists the Deputy Director, Total Force Manpower & Personnel Office by performing analytical tasking to evaluate effectiveness of personnel management programs under the area of his/her responsibilities.  
(40%)

a. Identify the need for, and initiates personnel action requests for transfer, reassignment, recruitment, promotion, reclassification and/or release of personnel for both USCS and MLC for HRO Yokosuka, and Satellite Offices. Initiate SF-50s, PWOs/PARs for the immediate Supervisor's signature to be approved by the Deputy Director. As required, process them to appropriate offices within CNFJ to be certified and approved by the PMB. Keeps track on N1 Position/Personnel Actions in order to brief Deputy Director the status of all actions. Work requires basic knowledge of Personnel management principle, regulations and procedures as well as internal administrative control and flow of personnel documents.

b. Independently maintains, gathers, and compiles records of organizational workflow charts, workload indicator, staffing levels, mission and function statement, program resource use and availability and internal audit reports for HRO and Satellite Offices for the Deputy Director

to justify additional billets or to make internal realignments of positions. Work requires skill in collecting various types of factual information and identifying problem area from collected data. Work also requires writing skill in to prepare clear, concise reports.

c. Independently gathers required statistical and narrative data from internal Divisions, Branches, and Satellite Offices to compile and finalize special reports often required by the higher echelons and special briefing materials for the Deputy Director. Work requires knowledge of an extensive body of management and program analysis technical rules, guidelines, regulations, and procedures as well as skill in applying basic data gathering methods to prepare clear, concise reports/briefing materials that describes condition of management or program operations, and recommended improvements. Those reports and briefing materials must be prepared in various forms of charts, graphics, and narratives that require the position to manipulate advance functions of office automated software.

8. Performs other incidental and related duties as assigned. (5%)